



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

<b>Subject:</b> Child Care Annual Aggregate Report and Instructions (CD-800) for Federal Fiscal Year 2002-2003	<b>Number:</b> 03-14
<b>Authority:</b> Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193)	<b>Date:</b> October 2003
	<b>Expires:</b> September 2004

**ATTENTION: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF ALL CHILD CARE AND DEVELOPMENT PROGRAMS EXCEPT RESOURCE AND REFERRAL**

**PURPOSE**

The purpose of this Management Bulletin is to remind all contractors of the annual CD-800 reporting requirement. All contractors except Resource and Referral must submit a report form for each contract as described in this Management Bulletin.

**BACKGROUND**

This federally mandated report provides the U.S. Department of Health and Human Services with information required by Congress about families, children, and providers. Additionally, information obtained in the report is beneficial to State policy and budget makers as they work to improve child care and development services.

Since this information is required as a condition of each contract, failure to report or to report accurately will result in withholding of child development apportionments, consistent with Funding Terms and Conditions.

The CD-800 report provides an unduplicated count of children, families and providers of Child Development Division (CDD) subsidized services. Only **certified** CDD families and children (those receiving CDD subsidy) are reported. Non-certified (full cost) families are excluded from this report.

**STATUTORY REQUIREMENT**

Agencies must report unduplicated counts of **all certified (CDD subsidized)** families and children. In addition, agencies required to use Form CD-800AP must also report the unduplicated number of providers who received CDD subsidized funds.

Unduplicated counts of families and children who received CDD-subsidized child care are derived as follows:

Count the number of **certified** families and the number of **certified** children receiving services as of October 1, 2002. Then add the number of additional certified families/children served from October 2, 2002, through September 30, 2003.

*Example:*

		Numbers Added												
Month	Number Served October 1, 2002	10/2/02- 10/31/02	11/02	12/02	1/03	2/03	3/03	4/03	5/03	6/03	7/03	8/03	9/03	Total
Families	100	3	20	10	10	0	10	10	0	0	8	0	0	171
Children	130	4	22	10	11	0	12	12	0	0	8	0	0	209

Total Number of Families = 171

Total Number of Children = 209

Complete ONE FORM for each contract type held by your agency.

Use Form CD-800AP (Rev. 9/03) for each of the following contract types.

**FAPP** Federal Alternative Payment  
**FCPS** Federal Child Protective Services  
**FMAP** Federal Migrant Alternative Payment  
**F2AP** Federal CalWORKs Stage 2  
**F3TO** Federal CalWORKs Stage 3  
**GAPP** Alternative Payment  
**GCPS** Child Protective Services  
**G2AP** CalWORKs Stage 2  
**G3TO** CalWORKs Stage 3

Use Form CD-800CH (Rev. 9/03) for each of the following contract types:

**GCAM** Campus Child Care  
**GCTR** General Child Care  
**GFCC** Family Child Care Homes  
**GHAN** Handicapped Child Care  
**GHUD** Housing and Urban Development Child Care  
**GLTK** Extended Day Care (Latchkey)  
**GMIG** Migrant Child Care  
**GPRES** State Preschool  
**GWAP** Full Day Preschool Wrap Around  
**FCTR** Federal Centered Based  
**FFCC** Federal Family Child Care Homes  
**FHUD** Federal Housing and Urban Development Child Care

Specific instructions are provided with each form.

Return one report for each CDD contract **by November 15, 2003**, to:

California Department of Education  
Child Development Division  
ATTN: CDMIS  
1430 N Street  
Sacramento, CA 95814

Please note that this report cannot be completed electronically.

Any questions may be addressed to CDMIS staff at (916) 445-1907 or via email to <cdmis@cde.ca.gov>.

/s/ Michael Jett

/s/ Sue Stickel

---

Michael Jett  
Director  
Child Development Division

---

Sue Stickel  
Deputy Superintendent  
Curriculum & Instruction Branch

Attachments:

Form CD-800AP (Rev. 9/03)  
Form CD-800CH (Rev. 9/03)

<p>This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code 33308.5.</p>
---



CALIFORNIA DEPT OF EDUCATION  
CD-800AP (Rev. 9/03)

**Alternative Payment Programs**  
**CHILD CARE ANNUAL AGGREGATE REPORT**

October 1, 2002 – September 30, 2003

SEE REVERSE SIDE FOR INSTRUCTIONS

Return to:

**California Department of Education**

Child Development Division

ATTN: CDMIS

1430 N Street

Sacramento, CA 95814

Project No.: \_\_\_\_\_ Agreement No.: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone Number: \_\_ (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature / Date

1. Unduplicated number of **families** receiving CDD-subsidized child care service:

a. Families with income **greater** than 75% of State median income -----

b. Families with income **at or less** than 75% of State median income -----

c. Of the number of families indicated in 1.b., how many were TANF recipients at any time during reporting period? -----

2. Unduplicated number of **children** receiving CDD-subsidized child care service by category:

a. Children with family income **greater** than 75% of State median income -----

b. Children with family income **at or less** than 75% of State median income -----

3. Unduplicated number of child care providers receiving CDD subsidized funds -

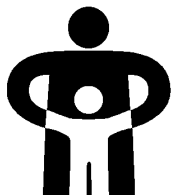
Care Provided by a Licensed Provider			Care Provided by a License Exempt Provider					TOTAL
Family Child Care Home *02	Large Family Child Care Home *03	Center *04	In Child’s Home		Outside Child’s Home		Center *11	
			Relative *05	Non-Relative *06	Relative *07	Non-Relative *08		

\* The numbers shown in each category correspond with type of care codes found in the CD 9600 instructions, Confidential Application For Child Development Services.

**CHILD CARE ANNUAL AGGREGATE REPORT**  
**CD-800AP Reporting Instructions**

**Note: Complete one report for each contract with CDE.**

<b>1. Unduplicated Number of Families</b>	<p>Report the total unduplicated number of families assisted by CDD subsidy during the report period, counting each family assisted once. If the family leaves the program and then later re-enrolls, do not count them again. To compute the unduplicated number, begin with the October 1, 2002, families served as the base number and then add all subsequent new families served (not previously counted) from October 2, 2002, through September 30, 2003.</p> <p>The total needs to be divided between those families with income greater than 75 percent of the State Median Income and families with incomes at or less than 75 percent of the State Median Income. The determination of family income level should be based on the Family Fee Schedule as of September 2000 as provided in Management Bulletin 00-14. If the family income level has fluctuated above and below 75 percent of State Median Income during the year being reported, the family should be reported only once in the below State Median Income category.</p> <p>TANF is Temporary Assistance to Needy Families (or CalWORKs). Enter the number of families that received TANF (not including Medi-Cal or food stamps). The number of families should never be greater than the number of children.</p>
<b>2. Unduplicated Number of Children</b>	<p>Report the total unduplicated number of children assisted by CDD subsidy during the report period, counting each child assisted once. If a child leaves the program and then later re-enrolls, do not count them again. To compute the unduplicated number, begin with the October 1, 2002, number of children receiving services as the base number and then add all subsequent new children served (not previously counted) from October 2, 2002, through September 30, 2003.</p> <p>The total needs to be divided between those children whose family income is greater than 75 percent of the State Median Income and whose family income is at or less than 75 percent of the State Median Income. If the family income level has fluctuated above and below 75 percent of State Median Income during the year being reported, the children should be reported only in the below State Median Income category.</p> <p>In the columns across the page, indicate the number of children served by the primary type of provider. Count each child once, even if they receive services from more than one type of provider, using the category that best serves as the primary caregiver. The total needs to be divided between those families with incomes greater than 75 percent of the State Median Income and families with incomes at or less than 75 percent of the State Median Income.</p>
<b>3. Unduplicated Number of Providers</b>	<p>Report the total number of child care providers serving subsidized families, counting each provider once. Across the columns indicate the number of providers serving subsidized families by provider type. If a provider provided more than one type of care (i.e., in-home and family child care), place the provider in the category for which the most hours of service are provided. If an equal number of hours are provided, you have the discretion as to which category to report the provider.</p>



CALIFORNIA DEPT OF EDUCATION  
CD-800CH (Rev. 9/03)

**Center-Based and Family Child Care Home Programs**  
**CHILD CARE ANNUAL AGGREGATE REPORT**

October 1, 2002 – September 30, 2003

SEE REVERSE SIDE FOR INSTRUCTIONS

**Return to:**  
**California Department of Education**  
Child Development Division  
ATTN: CDMIS  
1430 N Street  
Sacramento, CA 95814

Project No.: \_\_\_\_\_ Agreement No.: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Phone Number: \_\_ (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature / Date

1. Unduplicated number of **families** receiving CDD-subsidized child care service:

a. Families with income **greater** than 75% of State median income -----

b. Families with income **at or less** than 75% of State median income -----

c. Of the number of families indicated in 1.b., how many were TANF recipients at any time during reporting period? -----

2. Unduplicated number of **children** receiving CDD-subsidized child care service:

a. Children with family income **greater** than 75% of State median income ---

b. Children with family income **at or less** than 75% of State median income -

Family Child Care Home *02	Large Family Child Care Home *03	Licensed Center *04	License- Exempt Center *11	TOTAL

\* The numbers shown in each category correspond with type of care codes found in the CD 9600 instructions. Confidential Application For Child Development Services.

**CHILD CARE ANNUAL AGGREGATE REPORT**  
**CD-800 CH Reporting Instructions**

**Note: Complete one report for each contract with CDE.**

<b>1. Unduplicated Number of Families</b>	<p>Report the total unduplicated number of families assisted by CDD subsidy during the report period, counting each family assisted once. If the family leaves the program and then later re-enrolls, do not count them again. To compute the unduplicated number, begin with the October 1, 2002, families served as the base number and then add all subsequent new families served (not previously counted) from October 2, 2002, through September 30, 2003.</p> <p>The total needs to be divided between those families with income greater than 75 percent of the State Median Income and families with incomes at or less than 75 percent of the State Median Income. The determination of family income level should be based on the Family Fee Schedule as of September 2000 as provided in Management Bulletin 00-14. If the family income level has fluctuated above and below 75 percent of State Median Income during the year being reported, the family should be reported only once in the below State Median Income category.</p> <p>TANF is Temporary Assistance to Needy Families (or CalWORKs). Enter the number of families that received TANF (not including Medi-Cal or food stamps). The number of families should never be greater than the number of children.</p>
<b>2. Unduplicated Number of Children</b>	<p>Report the total unduplicated number of children assisted by CDD subsidy during the report period, counting each child assisted once. If a child leaves the program and then later re-enrolls, do not count them again. To compute the unduplicated number, begin with the October 1, 2002, number of children receiving services as the base number and then add all subsequent new children served (not previously counted) from October 2, 2002, through September 30, 2003.</p> <p>The total needs to be divided between those children whose family income is greater than 75 percent of the State Median Income and whose family income is at or less than 75 percent of the State Median Income. If the family income level has fluctuated above and below 75 percent of State Median Income during the year being reported, the children should be reported only in the below State Median Income category.</p> <p>In the columns across the page, indicate the number of children served by the primary type of provider. Count each child once, even if they receive services from more than one type of provider, using the category that best serves as the primary caregiver. The total needs to be divided between those families with incomes greater than 75 percent of the State Median Income and families with incomes at or less than 75 percent of the State Median Income.</p>

**Return by November 15, 2003, to: California Department of Education, Child Development Division, ATTN: CDMIS, 1430 N Street, Sacramento CA 95814**